



ACCA Diploma in Financial and Management Accounting (RQF Level 3) and SBCS Employability Skills Training Programme.

SBCS Global Learning Institute is pleased to offer the ACCA Diploma in Financial and Management Accounting (RQF Level 3) combined with SBCS Employability Skills Training Programme.

If you are seeking a rewarding career in accountancy and finance, then this combination is the foundation you need. It develops competence in clerical accounting responsibilities in financial and management accounting, and also equips you with skills germane to the professional working environment.

Students will have the opportunity to enhance their knowledge and understanding of preparing financial documentation, costing principles and techniques and aspects of professionalism in the workplace. They will also be trained in the use of productivity software, employing time management, speaking and presentation skills.

While students are preparing for their ACCA Diploma in Financial and Management exams in June 2019, they will also be preparing for the world of work!

At the end of the programme, students will have acquired the basic tenets of being well-rounded accounting and finance professionals, who are capable of communicating clearly, and thinking critically, strategically and ethically.

Set yourself on a path of endless possibilities with ACCA and SBCS, with our **ACCA Diploma in Financial and Management Accounting (RQF Level 3) and SBCS Employability Skills Training Programme.**

Course Outline	
Course	Description
<p>ACCA Diploma in Financial and Management Accounting (RQF Level 3)</p> <ul style="list-style-type: none"> ○ Maintaining Financial Records (FA2) 	<p>This course introduces the context and purpose of maintaining financial records with reference to accounts preparation. The syllabus then concentrates in depth on the double-entry system and on recording, processing, and reporting business transactions and events, including the specific accounting for non-current assets.</p> <p>The syllabus covers the use of the extended trial balance and how to identify and correct errors, including the reconciliation of the control accounts, and the posting of period end adjustments. The syllabus also covers the preparation of final accounts for sole traders and for partnerships.</p>

<p>ACCA Diploma in Financial and Management Accounting (RQF Level 3)</p> <ul style="list-style-type: none"> ○ Managing Costs and Finances (MA2) 	<p>This course introduces costing and financing principles and techniques, and elements of management accounting which are used to make and support decisions.</p> <p>The syllabus starts by introducing candidates to management information clearly distinguishing it from financial accounting information. The next section introduces the basics of recording costs in management accounting. This is followed by coverage of a variety of costing techniques used in business.</p> <p>The next area of the syllabus introduces candidates to the use of management accounting in support of decision making. Finally the syllabus introduces the concept of cash management as an essential element for planning.</p>
<p>Microsoft Office Essentials: PowerPoint</p>	<p>This course introduces learners to getting started with PowerPoint templates and themes, and building a new presentation from scratch.</p> <p>The syllabus covers how to add, remove, and rearrange slides and change the slide layout. Learners will be shown how to add and edit text, images, charts, video, audio, and animation; and format slides for consistency.</p> <p>By the end of the course, learners will know how to use the PowerPoint tools and a few simple design rules to draw attention to their message and deliver a presentation that shines.</p>
<p>Effective Time Management</p>	<p>This course offers participants an understanding of the key factors of their personality and how these impact the way they use time. It also offers insight into the psychology behind the wastage of time, identifying the perpetrators (the key time wasters).</p> <p>At the end of this session participants would be able to formulate time management action plans and set and adhere to goals. They would also have the ability to create and effectively utilize a prioritized 'To Do' list.</p>
<p>Public Speaking and Presentation Skills</p>	<p>This course will train participants to acquire, develop and improve presentation skills. Participants will review strategies to gain confidence and develop their skills to address an audience successfully. In addition, they will learn how to prepare, structure and deliver great presentations. In particular, this course will focus on how to present yourself for maximum impact, manage your state and engage your audience.</p> <p>The focus of this course is also on presenting information; it will help participants overcome public speaking fears and give confidence to deliver polished presentations.</p>
<p>Study Schools</p>	<p>6 days Intense Revision sessions held in May 2019 in preparation for FA2</p>

	and MA2 exams in May/June 2019.
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Details below:

- Campus: Tuition offered at Champs Fleurs & San Fernando
- Semester: Begins January 21 and ends June 15, 2019 Semester
- Mode: Full Time Classes (Monday – Friday)
- SBCS Fees: Registration Fee - \$200 & Tuition Fee - \$5,300 (inclusive of books and study schools)
- ACCA Registration Fee: £30 (Discount of £49 once ACCA registration is done with SBCS)
- ICATT Registration Fee: \$185.63
- Exam Fees: \$650 per paper (FA2 & MA2)

Additional Notes:

1. Annual subscription fees are payable to ACCA and ICATT by 1 January each year:
 - ACCA Subscription Fee: £105
 - ICATT Subscription Fee: \$185.63
 - Note that fees are subject to change
2. Payment plans for SBCS tuition fees:
 - 50% down payment upon registration and the balance to be paid in 2 equal monthly installments.
3. Study Materials are included in the tuition fee:
 - BPP Textbooks
 - BPP Revision Kits
 - BPP Passcards
4. Free access to ACCA Practice Test.
5. Exam Fees are due by April 30, 2019.